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**Assessment Procedures for Teachers Responsible for an HSC Course**

The following has been created teachers delivering courses for the Wilvandee Access Program. Please follow the steps below.

1. Provide your students with a **Course Outline, Scope and Sequence** and **Assessment Schedule** at the beginning of the school year which outlines the timing of assessment tasks throughout the year. (Copies should also be given to the HT WAP) *If the schedule changes throughout the year, students and the HT WAP will need to be notified and make the necessary adjustments to their calendars.*

2. Each time you have an assessment task approaching, send home an **Assessment Notification form** at least two weeks prior to the due date. Attach a copy of the **Assessment Task** to this form. (A copy should also be given to the HT WAP)

3. Upon successful completion of an assessment task, complete an **Evidence of Task Submission form** (A copy should also be given to the HT WAP)

4. If a student fails to complete an assessment task, the day it’s due, course teachers should complete and send home a **Failure to Submit form**. They should also **phone** the parents or guardians at this point and keep a record this conversation. The student has 1 week to turn in the task to receive a mark, each day it’s late loosing 20% of the total mark. (A copy should also be given to the HT WAP)

5. If a student fails to complete an assessment task, one week after the due date, course teachers should complete and send home an **Official Warning – Non-completion of a High School Certificate Course form**. (This will need to be signed by an executive/principal and a copy should also be given to the HT WAP) Teachers should also **phone** the parents or guardians at this point and keep a record this conversation.

**The assessment task at this point is worth 0 marks however the student has 2 weeks to turn it in to redeem themselves and prove they are making an effort to meet minimal course requirements.** If the student turns the assessment in within the two week period they cannot be penalised a percentage of the minimum 50% to meet course requirements however a 0 will be recorded for the task.

\*\*\*Repeat Steps 2-5 for each Assessment Task. **Once a student has received 2 official warnings an N Determination can be issued by the principal.** If this is a compulsory course to receive the HSC the student will no longer be eligible. The student has the right to appeal this.

The HT WAP will notify caregivers of half yearly, final and trial exams. Classroom teachers need not send home information for this.